

# Library Information Specialist

## [27.450]

### ***STANDARD 1 – Information Access and Delivery***

**The library information specialist provides equitable intellectual and physical access to information and ideas in support of the curriculum for a diverse community of learners.**

#### **Knowledge Indicators - *The competent library information specialist:***

- 1A. knows current and developmentally appropriate resources and the strategies for guiding the intellectual access to information.
- 1B. recognizes the principles of flexible and equitable physical access to information and resources at time and point of need.
- 1C. understands centralized systems for bibliographic control, materials, equipment circulation, and information distribution.
- 1D. recognizes the need for policies and procedures and knows strategies for developing and evaluating the collection of materials and equipment needed to support a curriculum that meets the diverse learning needs of students and teachers.
- 1E. is committed to intellectual freedom and recognizes legal guidelines and professional ethics in regard to information access and use.
- 1F. recognizes the importance of a positive learning climate in creating appropriate and attractive environments.

#### **Performance Indicators - *The competent library information specialist:***

- 1G. anticipates and responds effectively to requests for assistance in using ideas and information.
- 1H. works cooperatively with the technology coordinator and other educators to provide flexible access to resources, spaces, and technology systems to individuals and groups at time of need, within or outside of regular classroom hours, as appropriate.
- 1I. catalogs, classifies and arranges information resources in various forms and media according to recognized standards.
- 1J. maintains centralized systems for bibliographic control of materials, equipment, and electronic information distribution systems, including computer networks and distance learning facilities.
- 1K. ensures that policies on information use and distribution are reviewed and approved by appropriate governing bodies.
- 1L. creates and maintains inviting, attractive physical spaces that encourage a positive learning climate.

### ***STANDARD 2 – Information Access and Delivery***

**The library information specialist plans and implements the access to and delivery of a full range of information resources and services through the library media program.**

#### **Knowledge Indicators - *The competent library information specialist:***

- 2A. teaches and directs students' and staffs' use of information resources available within the library resource area, including print, non-print, electronic retrieval storage systems, the Internet, on-line databases, and access to the local and regional library collection holdings for possible inter-library loan requests.

- 2B. uses and implements distance learning delivery systems including computer, audio and video conferencing, cable TV, and satellite communications to instruct and inform.

**Performance Indicators - *The competent library information specialist:***

- 2C. provides equitable access to multiple media resources with current and appropriate equipment for all students, staff, and the community through extended library hours before and after school.
- 2D. implements courses and content for students using distance learning technologies as available.

### ***STANDARD 3 – Teaching and Learning***

**The library information specialist demonstrates knowledge and mastery of information literacy standards for student learning by creating and maintaining a program for a broad learning community.**

**Knowledge Indicators - *The competent library information specialist:***

- 3A. understands information literacy, efficient and effective access to information, critical and competent evaluation of information, and accurate and creative use of information.
- 3B. understands, encourages, and promotes opportunities for independent learning and understands various learning styles.
- 3C. understands social and ethical behavior in regard to information and information technology.

**Performance Indicators - *The competent library information specialist:***

- 3D. teaches and demonstrates to students how to structure a search across a variety of sources and formats to locate the best information to meet a particular need.
- 3E. guides the student to distinguish among facts, points of view, and opinions.
- 3F. encourages and guides the student to produce and communicate information and ideas in appropriate formats using critical thinking and problem-solving skills.
- 3G. provides opportunities for students to seek information for personal interest and self-improvement.
- 3H. presents information creatively in a variety of formats so that students can learn to develop creative products in a variety of formats.
- 3I. provides an environment that assists students with multiple learning styles.
- 3J. encourages and assists students to seek information from diverse sources, contexts, disciplines, and cultures through equitable access to information.
- 3K. teaches and encourages students to respect the principles of intellectual freedom, to respect copyrights and intellectual property rights, and to value the responsible use of technology.
- 3L. encourages collaboration with the technology specialist and others, both in person and through the use of various technologies, to design, develop, and evaluate information products and solutions.

## ***STANDARD 4 – Teaching and Learning***

**The library information specialist encourages and engages students in reading, viewing, and listening for understanding and enjoyment. The collection and functions of the library media program respond to various developmental levels, physical and intellectual disabilities, special gifts and talents, diverse cultural backgrounds, and different styles of accessing and processing information.**

### **Knowledge Indicators - *The competent library information specialist:***

- 4A. knows methods of collaboration with the other members of the learning community to ensure that the school library media program is able to meet the individual learning needs of students.
- 4B. knows literature and methodologies to provide reading, listening, and viewing guidance to students and others in the learning community.

### **Performance Indicators - *The competent library information specialist:***

- 4C. recommends appropriate resources and activities to meet individual learning needs.
- 4D. collaborates with other members of the learning community to ensure that the school library information program is able to meet the individual learning needs of students.
- 4E. models the effective and enthusiastic use of print and non-print materials as sources of pleasure and information.
- 4F. facilitates students' development of information literacy skills.
- 4G. provides reading, listening, and viewing guidance to students and others in the learning community.

## ***STANDARD 5 – Teaching and Learning***

**The library information specialist will plan and provide instruction in the five cross-disciplinary abilities as they apply to the Illinois Learning Standards (see 23 Ill. Adm. Code 1. Appendix D).**

### **Knowledge Indicators - *The competent library information specialist:***

- 5A. understands that the library media program is essential to learning and teaching and must be fully integrated into the curriculum to promote students' achievement of learning goals.
- 5B. models and promotes collaborative planning and curriculum development that includes creative, effective, and collaborative teaching.

### **Performance Indicators - *The competent library information specialist:***

- 5C. creates and implements the library media program.
- 5D. contributes to the school curriculum by attending school and district curriculum meetings.
- 5E. collaborates with the classroom teachers in the creation of integrated classroom assignments and projects.
- 5F. plans and teaches the latest research techniques and strategies that are applicable to the content area and assignment.
- 5G. co-teaches and mentors along with the classroom teacher on projects and assignments for students.

- 5H. serves as a reference person, teacher and mentor who may help students with issues relating to learning.
- 5I. collaborates with classroom teachers in the creation and implementation of their content-area standards, goals, and visions.

## ***STANDARD 6 – Teaching and Learning***

**The library information specialist is knowledgeable about information, instruction, and production-based technologies that enhance learning and teaching. He or she is knowledgeable about both the access to information and the operation of the devices that deliver, produce, and manage that information.**

### **Knowledge Indicators - *The competent library information specialist:***

- 6A. has knowledge of selection, installation, management, and maintenance of technologies applicable to the library information center and the larger learning community.
- 6B. understands how to use word processing, databases, spreadsheets, presentation software, graphics, and production software to support students' learning.
- 6C. understands the importance of appropriate planning and purchasing to address issues of software and hardware compatibility.
- 6D. applies effective methods and strategies for teaching the use of technological tools.

### **Performance Indicators - *The competent library information specialist:***

- 6E. communicates effectively with the technology specialist and other educators about learning technology needs of the students who use the library information center.
- 6F. collaborates with the technology specialist on issues of software and hardware compatibility.
- 6G. develops facility plans to include learning technology systems to meet students' needs in the library information center. These include, but are not limited to video/playback production units, CD-ROM towers and servers, electronic card catalogues, and on-line reference resources.
- 6H. works with student learners assisting them with production application questions and resource analysis, for use in word processing and graphic presentations.
- 6I. collaborates with the technology specialist to plan budgets and purchases software and hardware that meet the school curriculum needs and supports the library information center, the classroom, and individual learning needs of students.
- 6J. teaches uses of computers and other technological tools and the application of technology-based resources to support instruction.

## ***STANDARD 7 – Teaching and Learning***

**The library information specialist demonstrates leadership in curricular planning and assessment.**

- 7A. **Knowledge Indicator** - The competent library information specialist has knowledge of curriculum in all subject areas and levels, state and national learning standards, and a variety of assessment strategies.

### **Performance Indicators - *The competent library information specialist:***

- 7B. assists teachers and other educational staff in developing connections among subjects, standards, and strategies for learning.

- 7C. assists teachers in developing interdisciplinary connections using a variety of resources and technologies.
- 7D. assists teachers and learners in developing appropriate activities for assessing the effectiveness of the curriculum.

## **STANDARD 8 – Communication**

**The library information specialist communicates effectively with students, faculty, staff, administrators, parents, and the community.**

### **Knowledge Indicators - *The competent library information specialist:***

- 8A. is aware of a variety of strategies for communicating with various constituencies.
- 8B. understands the relationship between school climate and effective teaching and learning.
- 8C. understands the role of the central administration and the school board in communicating the importance of the library information program to teaching and learning.
- 8D. recognizes the role that parents play in developing students' lifelong learning skills.
- 8E. is aware of the importance of community groups in maintaining support for the library information program.

### **Performance Indicators - *The competent library information specialist:***

- 8F. uses a variety of strategies to build collaborative teams for interdisciplinary teaching and learning.
- 8G. identifies examples that demonstrate the library information program's relationship to improved student achievement.
- 8H. builds support for the role of the library media program in teaching and learning through the effective use of influence strategies.
- 8I. regularly communicates to the central administration and the board the involvement of the library information program in the school curriculum.
- 8J. maintains a positive teaching and learning climate in the library media center.
- 8K. involves parents in library information center activities, suggests learning activities for parents and children to do together, and uses a variety of communication devices to keep parents informed about the program.
- 8L. communicates with the community the relationship of library media programs to students' achievement and lifelong learning for everyone.
- 8M. establishes and maintains ties with information resources and services within the wider community.

## **STANDARD 9 – Communication**

**The library information specialist uses active listening skills to assist learners in locating, evaluating, and using information.**

### **Knowledge Indicators - *The competent library information specialist:***

- 9A. knows strategies for eliciting information needs from students and other learners.
- 9B. is aware of developmental growth patterns of children and youth and their influence upon reference and search processes.

### **Performance Indicators - *The competent library information specialist:***

- 9C. uses probing questions to clarify information needs.

- 9D. uses reflective listening strategies to help students develop metacognitive skills.
- 9E. uses appropriate strategies to guide reference and search processes with students and learners of all ages.

## **STANDARD 10 – Communication**

**The library information specialist plans instruction collaboratively with teachers and other members of the learning community.**

**Knowledge Indicators - *The competent library information specialist:***

- 10A. is aware of elements essential to collaborative work, including time, trust, climate, and resources.
- 10B. knows the differences among coordination, cooperation, and collaboration.

**Performance Indicators - *The competent library information specialist:***

- 10C. establishes effective interpersonal relationships that demonstrate an understanding of curriculum objectives, effective listening, and negotiation of responsibility for activities.
- 10D. participates in collaborative planning of interdisciplinary instruction and uses the level of involvement appropriate to the learning activity and goal.

## **STANDARD 11 – Communication**

**The library information specialist serves as an educational leader and as a catalyst for improving the learning community.**

**Knowledge Indicators - *The competent library information specialist:***

- 11A. understands the structure of the school learning community and the leverage points for influence.
- 11B. understands the process of reforming educational systems and structures and the needs of the individual in relation to these processes.
- 11C. understands the variety of motivational, coaching, and guidance strategies necessary to assist in school reform efforts.

**Performance Indicators - *The competent library information specialist:***

- 11D. uses knowledge of schools' mission, goals, and policies along with their structure and culture to advocate for necessary change.
- 11E. participates as a partner and change agent in curriculum development at the building and district levels.
- 11F. demonstrates leadership in evaluating the effectiveness of the library media program in improving teaching and learning.

## **STANDARD 12 – Administration**

**The library information specialist plans and efficiently administers a program that makes a significant contribution to students' learning. He or she leads, collaborates, and applies technology skills in designing and managing a program that is integrated into the schools' curriculum and supports the development of effective users and communicators of ideas and information within a lifelong, independent learning process.**

### **Knowledge Indicators - *The competent library information specialist:***

- 12A. provides an effective library resource program that supports the mission, goals, and objectives of the school.
- 12B. establishes, maintains, and supervises the school's library resource program and library information program support personnel.
- 12C. stays current with new information and trends in technologies and dissemination strategies to effectively plan, implement, and assess the effectiveness of the school's library information program.

### **Performance Indicators - *The competent library information specialist:***

- 12D. develops and implements a mission statement, goals, objectives, policies, and procedures that reflect the mission, goals, and objectives of the school.
- 12E. organizes information resources that align the library information program and information literacy standards for students' learning with the school's goals and integrates these standards into the curriculum.
- 12F. uses collaborative strategies that encourage administrators and teachers to integrate the library information program into the school's instructional program.
- 12G. reports the results of program assessment on a regular basis to teachers, students, administrators, and other community members.
- 12H. participates on the school's curricular decision-making body.
- 12I. analyzes instructional and technological requirements and other features of the school to recommend appropriate staffing and training necessary to meet the learning and information needs of the students and to ensure the effectiveness of the program.
- 12J. collaborates and communicates with all staff, and particularly the technology specialist, to identify and use the full range of learning technologies required to meet students' informational needs.
- 12K. provides equitable access for staff, students, and the community to the school library information center as needed to support the integration of the information literacy standards for student lifelong learning.
- 12L. administers a program that provides for learning experiences utilizing technology and resources accessed from classrooms or other locations outside of the library information center. Assists teachers and students in finding, evaluating, and developing these additional resources.
- 12M. supervises support staff and plans for and implements an effective program that is fundamental to students' learning and is based upon the school's instructional programs, services, facilities, size, and numbers of students and teachers.
- 12N. supervises, schedules, and administers all aspects of the operation of the school library information program.
- 12O. develops a budget and locates sources of funding that provide for purchasing and upkeep of all resources required for an effective school library information program.
- 12P. plans, develops and maintains a management system for print and non-print resources, equipment, and other learning technology resources that are inventoried and circulated through the library information center.
- 12Q. participates on committees charged with developing and implementing strategic plans for the school, including school improvement plans, technology plans, and curriculum development plans.

- 12R. updates personal competencies in information literacy, learning and teaching, information access and delivery, technology utilization, and administration and supervision.
- 12S. models continuous learning through activities such as membership in district, regional, State and national organizations that support library information programs and participation in staff development programs.
- 12T. uses the results of quantitative and qualitative data analysis to make decisions and develop plans and policies for the continuous improvement of the school's library information program.
- 12U. develops action plans in conjunction with the technology specialist to accommodate changes in critical areas such as the utilization of new resources and technologies.